

FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, January 16th, 2018

6:00 p.m.

Hampden Town Office

1. Meeting Minutes
 - a. December 18th, 2017
2. Review & Sign Warrants
3. Old Business
4. New Business
 - a. Interviews for referral to Council the appointment of two Interim RSU 22 Directors
 1. Faye Anderson
 2. James Baines
 3. Lester French
 4. Joseph Pickering
 - b. Recommend Council authorization for the expenditure in the amount of \$1,270.00 from the Marina Reserve (3-773-00) for the purpose of paying the remaining amount of Hampden's contribution to complete the floating dock – *requested by DPW Director, Sean Currier*
 - c. Recommend Council authorization for the expenditure in the amount of \$1,460.00 from the IT Computer Reserve (3-711-00) for the purpose of replacing the LCD projector – *requested by IT Specialist, Kyle Severance*
 - d. Renewal of Acceptable iPad Use Agreements for Town Councilor use of publicly funded iPads – *requested by IT Specialist, Kyle Severance*
 - e. Set date for review/rewrite of the Hampden Town Council Rules, or appoint subcommittee to prepare recommendations
 - f. Set date for FY19 Goals & Objectives Session
 - g. Discussion of potential FY19 funding for supplemental resources to Town Council - *requested by Councilor McAvoy*

h. Executive Session – pursuant to 1 MRSA § 405(6)(A) - Personnel matters

5. Public Comment

6. Committee Member Comments

7. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, December 18th, 2017

MINUTES – DRAFT

Hampden Town Office

Attending:

<i>Councilor Dennis Marble, Acting Chair</i>	<i>Town Manager Angus Jennings</i>
<i>Councilor Mark Cormier</i>	<i>Town Clerk Paula Scott</i>
<i>Mayor Ivan McPike</i>	<i>Public Safety Director Joe Rogers</i>
<i>Councilor Stephen Wilde</i>	<i>CEO Myles Block</i>
<i>Councilor Terry McAvoy</i>	<i>Firefighter Matt St. Pierre</i>
<i>Councilor David Ryder</i>	<i>Firefighter Chris Leopold</i>

Councilor Marble called the meeting to order at 6:00 p.m.

1. Meeting Minutes

- a. *December 4, 2017 – Motion by Councilor Ryder seconded by Councilor McAvoy to approve the minutes. Approved 6-0.*

2. Review & Sign Warrants – Warrants were reviewed and signed.

3. Old Business

- a. **Recommend approval of the proposed amendments to the Transfer Station Decal Issuance Policy – referral from Services Committee** – *Councilor Marble summarized the proposed changes. Motion by Councilor McAvoy seconded by Councilor Wilde to recommend approval. Motion passed 6-0.*
- b. **Recommend approval of the proposed amendments to the Transfer Station Rules and Regulations – referral from Services Committee** – *Motion by Councilor McPike seconded by Councilor McAvoy to recommend approval. Motion passed 6-0.*

4. New Business

- a. **Recommend Council authorization for a budget adjustment of the FY18 budget, to transfer the amount of \$100,000 from Overlay into the Municipal Building Reserve (3-702-00) –** *Manager Jennings summarized the packet materials, including the two options set out in his memo: to engage an industrial hygienist to conduct their own evaluation and recommend a scope of work for remediation, which would then be used to invite pricing from vendors; or providing prospective vendors access to the building and invite*

them to propose scope and budget. Mayor McPike said he'd be in favor of finding a third party to lay out a scope for others to bid on, and he emphasized that the scope should include recommendations to ensure that we would prevent future reoccurrence. Councilors McAvoy, Marble and Ryder agreed. Councilor Ryder asked if we were going to proceed with the second phase of the public safety flooring. Manager Jennings said yes, it was budgeted, and we may be able to coordinate the timing of that work to follow any remediation. He also said that he's working with the DPW Director on preventive measures, referring to work that's recently been commissioned including adding timers to the ventilation in the downstairs shower, adding dehumidification, and improved O&M practices. Motion by Mayor McPike seconded by Councilor McAvoy to recommend a budget adjustment to transfer \$100,000 from Overlay into the Municipal Building Reserve. Motion passed 6-0.

- b. Recommend Council authorization for the expenditure of an amount up to \$100,000 from the Municipal Building Reserve (3-702-00) for the purpose of paying for mold remediation and related expenses –** *Motion by Mayor McPike seconded by Councilor McAvoy to recommend authorization of up to \$100,000 from the Municipal Building Reserve. Councilor Marble asked Manager Jennings whether, if more funds are transferred than end up being necessary, could those be transferred back to Overlay by a vote of the Council. Manager Jennings said yes. Manager Jennings said that, with the direction we're now heading to engage an industrial hygienist, this can be accomplished with well less than the requested authorization, but that authorizing the funds now would allow any subsequent invitation for prices for remediation. The Councilors agreed to leave the amount as is, and Manager Jennings clarified that any services costing more than \$10,000 would be brought to the Council for authorization before the Manager signs a contract. The motion passed 6-0.*
- c. Recommend Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of mold remediation and related expenses using a quotation system instead of an Invitation for Bids, to reduce the bidding cost and the amount of time needed for completion –** *Based on the approach set out above, it was agreed that the work scope prepared by the industrial hygienist will help us decide how to go. Because the Council will convene again before the Town is in a position to award a remediation contract, it was agreed that this item would be tabled and revisited in the future.*

- d. **Recommend Council authorization for the expenditure of \$1,000 from the Matching Grant Reserve (3-780-00) for the purpose of paying Hampden's portion of a Safety Enhancement Grant for two SCBA masks – requested by Lieutenant Lundstrom – Fire fighter Matt St. Pierre represented that the equipment would include heat sensing within the masks. Manager Jennings reported a current balance in the reserve account of \$20,188. Councilor Marble said we'd be paying 1/3 of the cost with the MMA grant picking up 2/3. Motion by Councilor Wilde seconded by Council McAvoy to recommend Council authorization of the requested reserve funds. Motion passed 6-0.**
- e. **Recommend Council authorization for the expenditure of \$4,036 from the Environmental Trust, Principal for the purpose of reimbursement of eligible landfill post-closure monitoring expenses – referral from Environmental Trust Committee – Mayor McPike summarized last week's meeting of the Trust Committee, noting that the expense proposed for reimbursement was for Drumlin LLC's work, which is an eligible use of Principal funds. Motion by Mayor McPike seconded by Councilor Wilde to recommend Council authorization for the expenditure in the amount requested. Councilor McAvoy asked if this is paid from accrued income but Mayor McPike said no it's principal, and discussed the eligible uses of both Principal and Income under the terms of the Trust. Manager Jennings noted that the backup invoices and the Trust's financial statements were not included in the Finance packet, but had been included in last week's Environmental Trust Committee packet and are viewable online. The motion passed 6-0.**
- f. **Recommend Council authorization for the expenditure of \$1,275.95 from the Environmental Trust, Income for the purpose of reimbursement of eligible stormwater management expenses – referral from Environmental Trust Committee – Motion by Mayor McPike seconded by Councilor McAvoy to recommend Council authorization to reimburse stormwater management expenses in the requested amount. Councilor Ryder asked why Patterson Road expenses were included since this is outside the MS4 regulated area, but Manager Jennings said that all stormwater management costs – not just for MS4 compliance – have been run through this budget category, and that the approved budget projects Trust reimbursement of the full costs in that budget category. The motion passed 6-0.**
- g. **Recommend Council authorization for waiver, pursuant to Sec. 4(a) of the Bid Procedure for Public Purchasing, to allow for the procurement of a replacement dock at the Marina using a quotation system instead of an Invitation for Bids, due to a**

limited number of qualified vendors – Manager Jennings summarized the goal of contracting with Custom Floats, which had been determined to be the most qualified and most advantageous vendor last spring, when the Town was working closely with Hamlin's Marine and with Harbor Master Peter Neal to prepare the grant application. He noted that, because the cost is expected to be greater than \$10,000, this would be brought back to the Council once a formal price quote is received. The Committee members were comfortable with this approach, and expressed gratitude for the volunteer and pro bono efforts on the part of the Harbor Master and Hamlin's Marine, as well as the work of town staff. Motion by Mayor McPike seconded by Councilor McAvoy to recommend Council authorization to waive the Bid Procedures for Public Purchasing. Motion passed 6-0.

- h. Recommendation to Town Council regarding re-appointment of Lowell Sherwood to the Board of Assessment Review** – Motion by Mayor McPike seconded by Councilor McAvoy to recommend Council re-appointment of Lowell Sherwood. Motion passed 6-0.
- i. Recommend an abatement of a portion of third quarter sewer charges for resident Seren Bruce at 29 Sunrise Lane** – Manager Jennings summarized the packet materials. Councilor Ryder suggested including an insert regarding summer meters in an upcoming sewer bill and Manager Jennings agreed this makes sense. Motion by Councilor Wilde seconded by Councilor McAvoy to recommend Council authorization of a sewer abatement in the amount recommended in the Manager's memo. Motion passed 6-0.

5. Public Comment – None.

- 6. Committee Member Comments** – Manager Jennings noted that he had conferred with Chairman McPike and, due to the holidays and there being no items that require Committee action at this time, there would be no meeting of the Infrastructure Committee in December.

7. Adjournment

There being no further business, the meeting was adjourned at 6:45 PM.

Respectfully submitted –
Angus Jennings, Town Manager



TOWN OF HAMPDEN
REQUEST FOR TOWN COUNCIL APPOINTMENT
TO FILL INTERIM VACANCY ON THE RSU 22 BOARD OF DIRECTORS

NAME: Anderson Faye
LAST FIRST MI
ADDRESS: [REDACTED] Hampden ME
STREET TOWN ZIP
MAILING ADDRESS (if different): [REDACTED] Hampden ME
TELEPHONE: [REDACTED] —
HOME WORK
EMAIL: [REDACTED]
OCCUPATION: Retired School Administrator (MSAD#53)

Please attach separately your responses to the following questions and include any other relevant information as to your qualifications for or interest in appointment to the School Board:

- How would your experience, education and/or occupation be a benefit to this board?
- Are there any issues you feel this board should address, or should continue to address?

Filing deadline: Tuesday, January 2nd, 2018 at 2 PM to the Town Clerk's Office.
Interviews will be scheduled for January 16th, 2018 with Finance & Administration Committee who will make recommendation; appointment by full Council will be January 15th, 2018 following the Committee meeting.

Consent of Candidate: I consent to the proposed interim appointment to the RSU 22 Board of Directors and agree to serve until the next municipal election to be held November 9, 2018. I understand that if I seek election to the board for the unexpired term, I must take out nomination papers and obtain the required signatures before my name is placed on the ballot for November.

Signature: Faye Anderson Date 12-19-2017

CLERK'S RECEIPT:

RECEIVED AND FILED AT THE OFFICE OF THE TOWN CLERK OF HAMPDEN, ME.

SIGNATURE: Paula A Scott DATE: Dec 28, 2017

COUNCIL ACTION: _____ DATE: _____

DATE APPOINTMENT EXPIRES: _____

TO: Town Clerk of Hampden
FROM: Faye Anderson
RE: Town Council Appointment
RSU 22 – School Board of Directors
DATE: December 19, 2017

My name is Faye Anderson and I would like to be considered to fill the interim RSU #22 Board of Directors position. I have lived in Hampden since 1986. My husband and I raised three children and all of them graduated from Hampden Academy and went on to higher education and are successful in their career paths. I have been involved in education for over 30 years. I received my undergraduate degree in Elementary Education from the University of Maine at Presque Isle in 1976 and my Master's degree in Educational Leadership in 1998 from the University of Maine at Orono. I have been an elementary educator at Loring Air Force Base and RSU #22 and spent the last 16 years as an administrator at St. John's Catholic School for one year, RSU #22 as a part time administrator at the Newburgh School, and finally in MSAD #53 as elementary school principal of the Pittsfield elementary schools. I retired from education in June 2016.

Throughout my career, I have always placed the needs of students first ensuring that they are prepared for what lies ahead. What is most important today in education is to give students the strategies that they will need to become self-motivated learners in an ever-changing world. Teaching students how to utilize the vast amount of information that is at their fingertips will help them be successful. I believe that with my extensive knowledge of schools today, this transition position would be ideal for the community and me.

As with any new position, there is always a learning curve. I would be able to make this transition rather easily already having an understanding of how a school board operates, the policies under which they need to operate, and a clear knowledge of state mandates and laws. In my last administrative position, administrators had to be present at all board meetings, were involved in committee meetings and gave updated reports to the board on what was happening in our schools. I participated in the budget process, helped with the writing of policies, was an active member of the education committee and worked with the building committee to prioritize building level improvements.

I would hope that the board would continue to look at ensuring that all students' needs are being met not only academically, but also socially and emotionally. To do that, we need to listen to students and parents and those that work with students. We need to ensure fiscal responsibility to the communities that we serve and prioritize where to place our limited funds based on the states budget process. This is an extremely difficult process but through effective communication, it can be done.

Since my retirement, I have missed being a part of education and hope that you will consider me for this position.

*How would your experience, education, and/or occupation be a benefit to this board?

I have two Bachelor's degrees and a Master's degree, all from public universities, so to say I value public education would be an understatement. I work independently as a software consultant here in Hampden, so I like to keep an eye on the latest technology, and see how our students, faculty, and staff can benefit the most from it. What's more, my two sons (one of whom was a student representative on the board, 2011-13) spent their entire primary and secondary education in SAD/RSU 22, and I'd like to give back to those who benefitted my family with their knowledge and expertise.

*Are there any issues you feel this board should address, or should continue to address?

There has been a fair amount of publicity with budgetary concerns. I want to make sure our students are getting the best educational deal, that spending is within the citizens' desires, while balancing the need to staff our schools properly. I also have a son who received a positive experience through SAD/RSU 22's Special Education department, and I want to ensure that other special needs students will receive the same. As a high school and middle school sports official, I also have a desire to serve with the athletic committee. Ultimately, I want to make sure that our students are getting the best possible education and experience within our district.



Finance 4-a-3

**TOWN OF HAMPDEN
REQUEST FOR TOWN COUNCIL APPOINTMENT
TO FILL INTERIM VACANCY ON THE RSU 22 BOARD OF DIRECTORS**

NAME: French LAST Lester FIRST A MI
ADDRESS: [REDACTED] STREET Hampden TOWN 04444 ZIP
MAILING ADDRESS (if different): _____
TELEPHONE: [REDACTED] HOME WORK
EMAIL: [REDACTED]
OCCUPATION: Assistant Professor of Applied Mathematics

Please attach separately your responses to the following questions and include any other relevant information as to your qualifications for or interest in appointment to the School Board:

- How would your experience, education and/or occupation be a benefit to this board?
- Are there any issues you feel this board should address, or should continue to address?

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Signature: Ishtiaq J. Date 11/14/2017

CLERK'S RECEIPT:

RECEIVED AND FILED AT THE OFFICE OF THE TOWN CLERK OF HAMPDEN, ME.

SIGNATURE: [Signature] DATE: 11/14/17

COUNCIL ACTION: _____ DATE: _____

DATE APPOINTMENT EXPIRES: _____

How would your experience, education and/or occupation be a benefit to this board?

I am currently employed at the University of Maine at Augusta (UMA) as Assistant Professor of Applied Mathematics and have 17 years of experience in higher education, the last five years have been at UMA. As a professor of mathematics I teach content classes for elementary and secondary pre-service teachers and have taught methods classes for mathematics education. I have supervised 6 student teachers in secondary math and science at several middle and high schools in the state. As a graduate student, I taught Science, Technology, Engineering, and Math (STEM) to students in grades 4 – 12 at Bangor High School, Hermon Elementary School, Caravel Middle School, and Hermon High School. Due to this broad teaching experience, I am familiar with the standards, regulations, and certification requirements to which teachers and schools must adhere. During UMA's last reaccreditation by New England Association of Schools and Colleges (NEASC), I served as co-chair of the Standard One (Mission and Purposes) Committee. This experience will benefit the board as Hampden Academy is in the process of NEASC Reaccreditation.

I am a parent of two students in RSU 22, one at George B. Weatherbee School and one at Hampden Academy and am vested in the educational excellence to all students in the district. I also serve as a volunteer, managing a Destination Imagination team. This has given me the opportunity to know many of the parents, staff, teachers, and administrators in the district. If chosen to serve on the board, I would be an advocate for every student in the district.

In addition to my teaching responsibilities, I am co-coordinator for the Math Department at UMA. I am responsible for managing our adjunct instructors who teach on the Augusta campus and at all of the University College Centers across the state and at some of the correctional facilities in the state. This gives me insight into how to support educators in maintaining rigor and high standards while being sensitive to the needs of students who may be experiencing challenges both in and out of the classroom. I also share responsibility for managing the department budget, giving me an appreciation for meeting department needs on a fixed budget.

Are there any issues you feel this board should address, or should continue to address?

I believe the board should play a role in supporting Hampden Academy as they prepare for reaccreditation by NEASC. This role includes, but is not limited to, reviewing the draft reports for submission to NEASC and providing resources as required by NEASC.

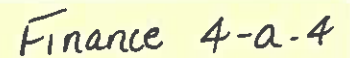
I feel the board should continue their goal to be more proactive in communicating to the communities served by RSU 22. If the community has easy access to school board documents, there should be more confidence that the board is acting transparently and serving the best interests of the schools and communities.

I feel the board should be thinking about the value and benefits that our schools provide to the community. The board should be able to clearly and in plain language

explain this value and the benefits to the taxpayers and town councils of the communities in the district.

The board must continue to serve as the overseer of the RSU 22 administration to ensure that district policies are being applied consistently and fairly at all levels. The board is also responsible for providing guidance to the RSU 22 administration when existing policies do not clearly address a situation.

Finally, it is my feeling that the board should approach the next teacher contract with an understanding that the board will be respectful of teachers during negotiations. Contract negotiations can be stressful for both sides, as there are often competing demands. However, if the board approaches the negotiations on identifying common goals and outcomes, then I think this creates an atmosphere where both sides can negotiate constructively to achieve the shared goals.



HOW WOULD YOUR EXPERIENCE, EDUCATION AND/OR OCCUPATION BE A BENEFIT TO THIS BOARD?

As noted in the attached resume, I have been an attorney for 20 years. For the past five years, I have been a hearing officer with Maine DHHS. As a hearing officer, I have to make decisions regarding complicated regulations and complex fact patterns. As a lawyer, I have extensive experience in mediation and other forms of alternative dispute resolution. I routinely hold appeals regarding audits that involve hundreds of thousands if not millions of dollars. I am comfortable in reviewing financial forms. These skills would be useful in analyzing issues and reaching decisions as a member of the Board.

ARE THERE ANY ISSUES YOU FEEL THIS BOARD SHOULD ADDRESS, OR SHOULD CONTINUE TO ADDRESS?

As a member of the public, I have been concerned about a lack of transparency particularly with the budget process. I do think that the Board and the school administration have made progress on this issue. If I am appointed to the Board, I would advocate for transparency. As the Town Council is well aware, the school budget drives the town's budget. As a board member, I would scrutinize the school's budget to make sure that any increases are actually necessary. Special Education costs are a major factor for school budget increases across the State. As a board member, I would want to ensure that we are using our special education resources in the most economically efficient manner.

Dated: December 21, 2017



Joseph Pickering

JOSEPH M. PICKERING
27 Pleasant St. Hampden, ME 04444
(Home) 207-862-6722
(Cell) 207-404-6531

EXPERIENCE

Admitted to Maine Bar 10/97
Admitted to Massachusetts Bar 12/97
Admitted to United States District Court for the District of Maine 11/97

Department of Health and Human Services, Bangor, Maine April 2012 to Present
Administrative Hearing Officer: Presided over administrative hearings involving child support, MaineCare eligibility, mental health grievance, Food Supplement benefits, and TANF. Issued written decisions making factual determinations and analyzing laws and regulations.

Largay Law Offices, P.A., Bangor, Maine Fall of 1997 to April 2012
Attorney/Vice President: Fully participated in all aspects of civil and criminal litigation both independently and in conjunction with partner. Successfully represented corporate and individual clients in litigation including complicated real estate/trust matters, contract disputes, administrative hearings and municipal litigation. Prepared extensive appellate briefs and argued before the Maine Law Court with successful results.

Represented and advised clients in the areas of criminal law, civil and business litigation, real estate, family law, personal injury, and estate planning. Extensive experience in problem solving and alternative dispute resolution. Provided full service real estate transaction representation including research and examination of real estate titles, drafting deeds and purchase and sale agreements and negotiation.

Beal College, Bangor, Maine 2009
Adjunct Faculty: Independently conducted course and instructed college students in classes on Business Law and Constitutional Law.

EDUCATION

University of Maine School of Law, Portland, Maine
Juris Doctor, Cum Laude, May 1997
Class Rank: 15/89 GPA 3.21

McGill University, Montreal, Quebec Canada
Bachelor of Arts, North American Studies, June 1994

AFFILIATIONS

Maine State Bar Association
Maine Trial Lawyers Association
Penobscot County Bar Association

ARTICLES

Numerous articles for the Greater Bangor Apartment Owners and Managers Association, (GBAOMA) monthly newsletter on issues of Landlord/Tenant law.



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

December 28, 2017

To: Angus Jennings
From: Sean Currier
Subject: Marina Reserve Fund Request

The Public Works Department is requesting approval to use Marina reserve funds (03-773-00) in the amount of \$1,270.00 to pay for the remaining balance from the Town float replacement to be completed by Custom Float Services. The original portion of reserve funds requested, were approved in the amount of \$12,700.00 on July 17, 2017.

The total cost of the dock system (delivered and installed) is \$28,670.00 plus \$300 for an adaptor plate to the existing concrete abutment, totaling \$28,970. The projected, budgeted costs with grant funds are as follows:

Grant: \$15,000 ($28,970 - 15,000 = \$13,970$)
Town Contribution: \$12,700 ($13,970 - 12,700 = \$1,270$)

The difference under the grant application fund schedule is due to assumptions that the Town would be receiving kits which would be assembled by Hamlin's Marine. The additional cost is for Custom Float Services to complete the work and deliver (6) 6' x 24' finished floats to the Marina. In the spring, Hamlin's will perform the in-kind work of installing the docks for the Town.

The total request for reserve funds from the Marina Reserve account is in the amount of \$1,270.00.

Thank you for your consideration.

Sean Currier

Current Account Status

G 3-773-00 RESERVE ACCT / MARINA

-13,947.49 = Beg Bal -5,000.00 = YTD Net -18,947.49 = Balance
0.00 = Adjust 0.00 = YTD Enc

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type		Debits	Credits
11	0384		11/13/17		11/13/2017 C/R	R	CR	0.00	5,000.00
Totals-								0.00	5,000.00

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
November	0.00	5,000.00	0.00	0.00
Totals	0.00	5,000.00	0.00	0.00



MEMO

To: Angus Jennings, Town Manager & Hampden Town Council
From: Kyle Severance, GIS-IT Specialist
Date: 12/28/17
Re: Request to use IT Computer Reserve Funds to Replace LCD Projector
03-711-00

Message:

A portion of the money that has been set aside for years in the IT Reserve has been designated to replace the LCD projector. We were fortunate to get a good life on the current projector but it has started to fail over the last year and I recommend replacing it before it completely fails.

This projector is shared between all the town departments in addition to the regular usage in the council chambers. I recommend having a projector dedicated to the council chambers so it doesn't have to be set up from scratch every time it is needed. This will allow it to easily be integrated into our A/V system: giving the ability to broadcast exactly what is being displayed on the projector rather than capturing the projection on the wall with a camera.

\$400 per year has been budgeted in the IT computer reserve fund towards this replacement with anticipated cost being \$1600 at the end of the four years. The recommended projectors to purchase are Epson Powerlight 1781W and cost \$730 each. I recommend this model based on the type of uses, price, features, and reviews.

Requested authorization to purchase:

\$1460.00 for two Epson LCD projectors

I would be happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance



Pricing Proposal
Quotation #: 14628720
Created On: 12/28/2017
Valid Until: 12/31/2017

City of Hampden ME

Kyle Severance

ME
United States
Phone: (207) 862-4500 ext. 142
Fax:
Email: gisit@hampdenmaine.gov

Inside Account Executive

Pete Gerbehy

290 Davidson ave.
Somerset, NJ 08873
Phone: 800-477-6479
Fax: 732-564-8224
Email: Pete_Gerbehy@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Epson PowerLite 1781W - 3LCD projector - portable - 3200 lumens (white) - 3200 lumens (color) - WXGA (1280 x 800) - 16:10 - HD 720p - Wi-Fi - with 2 years Epson Road Service Program - Epson Brighter Futures Education Program Epson - Part#: V11H794120	2	\$730.00	\$1,460.00
Total			\$1,460.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

Current Account Status
01/01/2018 - 01/11/2018
G 3-711-00 RESERVE ACCT / COMPUTER

-57,363.49 = Beg Bal
0.00 = Adjust

12,876.38 = YTD Net
0.00 = YTD Enc

-44,487.11 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
12	0511		12/28/17		12/28/2017 C/R	R CR	0.00	12.00
01	0513		01/02/18		01/02/2018 C/R	R CR	0.00	0.25
01	0528	1911	01/03/18	01094 HCP COMPUTER	.5 HOURS LABOR	R AP	40.00	0.00
01	0528	1911	01/03/18	01094 HCP COMPUTER	POWEREDGE RACK SERVER	R AP	8,150.00	0.00
Totals-							8,190.00	12.25

Monthly Summary

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
July	3,725.39	74.00	0.00	0.00
August	1,451.24	77.75	0.00	0.00
September	0.00	67.25	0.00	0.00
October	0.00	104.25	0.00	0.00
November	0.00	126.75	0.00	0.00
December	0.00	40.00	0.00	0.00
January	8,190.00	0.25	0.00	0.00
Totals	13,366.63	490.25	0.00	0.00



Town of Hampden

Acceptable iPad Use Agreement

Hampden Town Councilor Use of Publicly Funded Councilor iPad



I, _____, Hampden Town Councilor, do hereby enter into an understanding with the Town of Hampden regarding acceptable use of the iPad for which I have been given the privilege to use for town-related purposes.

- 1.) I will not install additional applications without permission of the Town's IT staff person unless they are needed for Town-related business.
- 2.) I will not use the iPad for commercial or private business use.
- 3.) I understand that I am responsible for the backup of my own data.
- 4.) I understand that my iPad can only connect to the internet via WIFI. Public WIFI connections are available at the Town Office, and Library.
- 5.) I understand that I am responsible for protecting and maintaining not only the iPad, but also the case and charger.
- 6.) I understand that I am responsible for protecting the iPad from being lost, stolen, or damaged. I acknowledge that the manufacturer's warranty will only cover software or hardware defects. In the event the iPad is lost, stolen, or damaged, I will contact the IT staff person as soon as conveniently possible for repair/replacement options.
- 7.) I understand that if other accounts such as personal email accounts are set up on the iPad they can be subject to public disclosure under FOAA (Maine's Freedom of Access Act). This also applies to any activity conducted on the iPad stored in the history or applications.
- 8.) I understand that at the end of my term, I will return the iPad in the same condition as it was received (with exception to reasonable wear and tear).

Violating any of these terms may end in termination of use of the iPad.

Signed: _____

Date: _____

Witness: _____

Date: _____

Please note: Technical support for the iPad is available from the Town's IT staff. The iPad has been set up with your Town-issued email account, and the homepage contains shortcuts for the Town website and Online GIS resources. Your log in for the email account and apple id is stored within the iPad case. iCloud provides location tracking and online backup but is not set up by default.

HAMPDEN TOWN COUNCIL RULES

Introduction & Statement of Purpose - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

A Simple Three Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present. *(Amended 9/19/2016)*
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.

- c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
- 5. Town Councilors shall participate in Freedom of Access Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
- 6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
- 7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
- 8. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
(Amended 1/21/2014; 4/7/2014; 5/19/14)
 - A. Pledge of Allegiance
 - B. Consent Agenda
 - 1. Signatures – Treasurer's Warrants, etc
 - 2. Secretary's Report
 - 3. Communications
 - 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 - 1. News, Presentations & Awards
 - 2. Public Hearings
 - 3. Nominations-Appointments – Elections
 - 4. Unfinished Business
 - 5. New Business
 - E. Committee Reports
 - F. Manager's Report
 - G. Councilor Comments
 - H. Adjournment
- 9. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting. *(Amended 9/19/2016)*
- 10. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a day certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced. *(Amended 9/19/2016)*
- 11. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and

when a motion of reconsideration is decided, that vote shall not be reconsidered.

12. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
13. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
14. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
15. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
 - c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

- a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants. *(Amended 9/19/2016)*
 - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
17. Committee procedure shall be governed as follows:
- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum.
 - h. The Mayor shall serve as a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.
20. The first and third Mondays of each month are designated as 'regular' Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting. *(Amended 9/19/2016)*

21. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;

- A. Call to order
- B. Subject(s) for meeting
- C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

22. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.

23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.

24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.

25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated February 1, 2016.

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
April 7, 2014
May 19, 2014
February 1, 2016
September 19, 2016

EXECUTIVE SESSION STATUTES

The eight subjects permitted to be discussed in Executive Session are as follows:

PERSONNEL MATTERS:	1 M.R.S.A. § 405(6)(A)
SCHOOL STUDENT SUSPENSIONS/EXPULSIONS:	1 M.R.S.A. § 405(6)(B)
REAL ESTATE; ECONOMIC DEVELOPMENT:	1 M.R.S.A. § 405(6)(C)
LABOR CONTRACTS/NEGOTIATIONS:	1 M.R.S.A. § 405(6)(D)
ATTORNEY-CLIENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(E)
CONFIDENTIAL RECORDS:	1 M.R.S.A. § 405(6)(F)
EMPLOYMENT EXAMINATIONS:	1 M.R.S.A. § 405(6)(G)
CODE ENFORCEMENT CONSULTATIONS:	1 M.R.S.A. § 405(6)(H)